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11 December 2019

To: COSCAP SEA Programme Member States Directors General of Civil Aviation

**Subject: COSCAP SEA Aircraft Accident & Incident Investigation Authority Workshop
(ICAO APAC Regional Office, Bangkok, Thailand, 18 – 21 February 2020)**

Dear Sir/Madam,

I am pleased to invite your Organisation, and your State's Accident and Incident Investigation Authority if applicable, to nominate participants to attend the COSCAP SEA Aircraft Accident & Incident Investigation Authority Workshop to be held at the ICAO Asia and Pacific (APAC) Regional Office, Bangkok, Thailand, from 18 to 21 February 2020. This event has been organised with the support of the ICAO Air Navigation Bureau, Airbus and Boeing.

The Workshop is for States' Civil Aviation Authority (CAA) and Accident & Incident Investigation Authority (AIA) staff responsible for establishing and/or managing an independent and effective AIA. The Workshop will support the States' prioritised training needs for the implementation of the APAC Beijing Ministerial Declaration safety commitment to "establish an independent accident and incident investigation authority", as prioritised for the South East Asia region, and included in the COSCAP SEA Work Plan approved by the Steering Committee.

The workshop has been prioritised for the COSCAP SEA Member States because it addresses the lowest average ICAO USOAP Effective Implementation (EI) in the Accident Investigation (AIG) audit area. The COSCAP-SEA average EI in the AIG area is 57%. AIG related training has been prioritised as one of the highest by the States in the region during the COSCAP SEA visits to the Member States and in the responses received from the States Assistance Needs Survey.

The Workshop provisional programme, bulletin and participant registration form are attached. There is no participant registration fee. The events information and material will be available on the ICAO APAC Regional Office web site meetings page: <https://www.icao.int/APAC/Meetings/Pages/default.aspx>. Please note that this will be a paperless event and participants are required to bring their own laptop computer.

The Workshop can accommodate a maximum of **40 participants**, the slots for which have been allocated as follows: 2 from each Member State of COSCAP South East Asia, 1 from each Member State of COSCAPs South Asia and North Asia. Please submit completed registration forms to the e-mail address shown below by **16 January 2020**, to reserve the allocated slots for the Workshop. Following that date, the remaining slots for the Workshop will be allocated on a first come first served basis to Member States from any of the three COSCAP Programmes.

Should you require further information or any assistance, please contact the COSCAP SEA Programme Secretary, Ms. Sudhatai Juntarapratin at sjuntarapratin@icao.int.

Yours sincerely,

Michiel Vreedenburgh
Programme Coordinator

cc: COSCAP SEA Steering Committee Chairman (vohuycuong@caa.gov.vn)
ICAO APAC Regional Director (apac@icao.int)
States COSCAP SEA National Coordinators
COSCAP SA and COSCAP NA Programme Coordinators



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Aircraft Accident & Incident Investigation Authority Workshop

(ICAO Asia and Pacific Regional Office, Bangkok, Thailand, 18 - 21 February 2020)

PROVISIONAL PROGRAMME

	Topic	Presenter
Day 1		
1.1	Registration, Opening remarks and introductions Group Photo	ICAO COSCAP-SEA PC/CTA and APAC Regional Director
1.2	State of Regional Safety	ICAO APAC Regional Office – Safety (Kong, Cheong Tuck)
1.3	Investigation-related obligations of the State under ICAO (Convention, Annex 13)	ICAO ANB/AIG (André de Kock)
1.4	ICAO Guidance material related to investigation	ICAO ANB/AIG (André de Kock)
	Lunch	
1.5	Options for establishing a national accident investigation authority (AIA)	ICAO ANB/OAS (Nicolas Rallo)
1.6	Aspects related to legislation	ICAO ANB/OAS (Nicolas Rallo)
1.7	Aspects related to organization and training	ICAO ANB/OAS (Nicolas Rallo)
1.8	Investigation policies and procedures	ICAO ANB/OAS (Nicolas Rallo)
Day 2		
2.1	Coordination with external agencies for investigation	ICAO ANB/OAS (Nicolas Rallo)
2.2	Participation in investigations conducted by other States	ICAO ANB/OAS (Nicolas Rallo)
2.3	USOAP CMA audits and validation activities related to AIG: preparation and conduct (including PQs)	ICAO ANB/OAS (Nicolas Rallo)
2.4	Follow up on USOAP CMA activities related to AIG, including development of CAPs	ICAO ANB/OAS (Nicolas Rallo)
	Lunch	
2.5	USOAP CMA OLF AIG Compliance checklist, EFOD, Self-Assessment and CAP Exercises	ICAO ANB/OAS (Nicolas Rallo) and ICAO APAC Regional Office – Safety (Kong, Cheong Tuck)
Day 3		
3.1	APAC Region AIG initiatives (Beijing Declaration target, RASG-APAC-AIG, ASEAN MoU, MLC Project, COSCAPs, RO CAT missions, etc.)	RASG-APAC Chairman APAC-AIG (Mr. Chan Wing Keong) and ICAO APAC Regional Office – Safety (Kong, Cheong Tuck)
3.2	Presentations by APAC AIAs on process to independence	Invited Presenters from APAC AIAs (e.g. Australia, Bangladesh, India, Indonesia, Japan, Malaysia, PNG, Republic of Korea, Singapore, etc.)



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Day 4		
4.1	Presentations from other State and Organizations	United States, EASA, etc.
4.2	Manual on Regional Accident and Incident Investigation Organization (Doc 9946)	ICAO ANB/AIG (André de Kock)
4.3	RAIO Experience	Presenter from a RAIO (IAC)
4.4	Assistance to Aircraft Accident Victims and their Families	ICAO ANB/AIG (André de Kock)
4.5	End-of-workshop discussion, closing and certificates	ICAO COSCAP-SEA PC/CTA



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**Aircraft Accident & Incident Investigation Authority Workshop
(ICAO Asia and Pacific Regional Office, Bangkok, Thailand, 18 - 21 February 2020)**

<u>PARTICIPANT REGISTRATION FORM</u>				
State				
Name	Title	Surname (capitals)	First name	Middle name
Position / Title				
Organization				
Department / Division				
Telephone (office)				
Telephone (mobile)				
E-mail (office)				
E-mail (alternate)				

NOTE: Participants are expected to arrange their own visa, travel and accommodation.

Please send completed form(s) by 16 January 2020 to:

ICAO COSCAP-SEA Programme Secretary

E-mail: sjuntarapratin@icao.int or Fax: +66 2 537 8198



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**Aircraft Accident & Incident Investigation Authority Workshop
(ICAO Asia and Pacific Regional Office, Bangkok, Thailand, 18 - 21 February 2020)**

BULLETIN

1. Dates and Venue

1.1 The Aircraft Accident & Incident Investigation Authority Workshop will be held from 18 to 21 February 2020 at the Meeting Room 1 of the ICAO Asia and Pacific Regional Office Conference Building and will commence at 08:00 hours every day. The ICAO Asia and Pacific (APAC) Regional Office is located at:

252/1 Vibhavadi-Rangsit Road
Chatuchak, Bangkok 10900
Tel: +66-2-537-8189

1.2 Further information for visitors to the ICAO APAC Regional Office can be accessed through the Web page: <https://www.icao.int/APAC/Pages/info-for-visitors.aspx>

1.3 Participants need to be pre-registered for the event to be on the security access list and will have to pass through a security check at the gate house with a valid ID before entry to the ICAO premises.

1.4 Vehicle access for participants is not permitted without prior approval by registration with a minimum of 72 hrs. advance notice. Participants will take full responsibility/liability for the vehicle and any incident that may occur.

1.5 Participants are requested to register at the Registration Desk between 08:00 and 08:30 hours on the opening day of the event. Participants are requested to wear the identification badge, which will be issued to them, when they are in the ICAO premises.

2. Secretariat

2.1 The event support is the responsibility of:

Ms. Sudhatai Juntarapatin (Khun Nong)
Programme Secretary, ICAO COSCAP SEA Programme
Tel: +66 2 537 8197, +66 2 537 8189 ext. 136
E-mail: sjuntarapatin@icao.int

3. General information and Event materials

3.1 General information and materials will be provided on a USB drive and/or available on the Web page: <https://www.icao.int/APAC/Meetings/Pages/default.aspx>



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4. **Thailand Entry Visa**

4.1 Please note that participants are responsible for their own travel arrangements, including air tickets, visas, hotel reservations, as well as travel and medical insurance. Before leaving their country of origin, all participants must ensure their travel documentation to and from Thailand is valid.

4.2 Participants may require an entry visa to Thailand. Participants may obtain information on Thailand entry requirements by accessing the Ministry of Foreign Affairs Department Web page: <http://www.mfa.go.th/main/en/services/4908>

5. **Hotel Reservations and Transportation**

5.1 Information on recommended hotels with UN/ICAO rates is provided at the ICAO APAC Regional Office Web page: <https://www.icao.int/APAC/Documents/info/hotellist.pdf>. Participants should contact the hotel directly for reservation. Centara Grand at Central Plaza Ladprao is located within walking distance of the ICAO APAC Regional Office.

5.2 Participants are required to make their own arrangements for transportation from the airport to the city. Suggested options are AOT limousine, taxi/Grab taxi and Airport Rail Link.

5.3 Participants are required to make their own arrangements for transportation from their accommodation to the ICAO APAC Regional Office to attend the event. Suggested options are taxi, BTS and MRT to reach the office.

5.3.1 The nearest MRT metro station to the ICAO Regional Office is **Phahon Yothin Station** (10 min walk). At the station, take Exit No. 3 and walk across the Vibhavadi-Rangsit Road using the pedestrian bridge located on the west side of the small park.

5.3.2 The nearest BTS Sky Train stations to the ICAO Regional Office are **Ha Yaek Ladphrao Station** (10 mins walk), connected to the Central Plaza Ladprao shopping mall and then walk across the Vibhavadi-Rangsit Road using the pedestrian bridge located on the west side of the small park, and **Mo Chit Station** (25 min walk or 10 min drive), a taxi to the Office will cost approximately Baht 45.00.

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